

~~SECRET~~

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Administrative Staff/OL

DATE: 21 AUG 1962

FROM : Acting Chief, Transportation Division/OL

SUBJECT: Establishment of Agency Policy for Use and
Reimbursement for Official Travel by
Privately Owned Vehicle

REF : Memorandum to Deputy Director (Support) from
SSA/DD(S), subject as above, dated 2 August 1962

1. Referenced memorandum has been reviewed and concurrence is recommended subject to the comments set forth below.

OK- 2. The procedures recommended by reference are similar to those presently in effect with Department of State and contained in Foreign Affairs Manual, Volume VI, paragraph 1843.1. This Manual states that when three or more people travel together in a privately owned conveyance on a mileage basis, such a mode is determined to be more advantageous to the Government and travel expenses should be paid in accordance with SGTR 3.5b(1) and (2) provided that when a travel authorization specifies a lower mileage rate than authorized in SGTR 3.1b(1) the travel authorization shall govern. The Manual also provides that two children under 12 years of age shall be considered as one person. Agency regulations should be revised to incorporate similar provisions.

25X1

Distribution:

Orig - Addressee
1 - P&C File

OL/TD/P&C

(21 Aug 62)

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25 YEAR RE-REVIEW

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET
<p><i>J. B. Gandy</i> CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP <i>8 AUG 62</i></p>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	OL / EO	8/8/62	UATM
2	OL / Admin	8/14	RBU
3	OL / TD	21 Aug	
4	OL / ADMIN	8/23/62	RBU
5	OL / EO	8/24/62	UATM
6	D/L	8/24/62	JH 2
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	2 RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<p>Remarks:</p> <p><i>23 - Comments?</i></p> <p><i>3 to 4: See comments attached.</i></p> <p><i>4-5 Recommend concurrence by D/L.</i> <i>RBU</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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FORM NO. 2-61 237

Use previous editions

(40)
 U.S. GOVERNMENT PRINTING OFFICE: 1961 O-587282

(2 Aug 62)

An orig & 9 cys of the attached were circulated to the following for coordination and return to SSA-DD/S:

1. Comptroller
2. Director of Logistics
3. Director of Communications
4. Chief, FE Division
5. Chief, NE Division
6. Chief, SR Division
7. SSA-DD/S

Paper was in OL/TD on 24 Aug.
Left Commo 6 Sept, per Commo BF
Left FE/Support on 24 Sept

Note for the Record: One cy of this was given to [redacted] on 26 Sept 62.

STATINTL

- 26 Sept 62 - Checked w/Marge, NE/Support, [redacted] who will call me back re status of this paper.
- 26 Sept - NE/Support now has paper and will call when it is ready to go to SR.
(Understand Comp, D/L, D/CO, and FE have concurred w/provision and/or comments.)
- 2 Oct - Picked up fr NE/Support. (Given to [redacted])
- 3 Oct - Handcarried to SR/BF by [redacted]
- 9 Oct - Picked up fr SR/BF. Given to [redacted]

STATINTL

STATINTL

STATINTL

TRANSMITTAL SLIP		DATE
TO: <i>Mr. Garrison</i>		<i>24 August 62</i>
ROOM NO.	BUILDING	
REMARKS:		
<p><i>After the policy in the attached paper has been approved, the TO will write proposed changes to the [] series of regulations.</i></p>		
FROM		
ROOM NO.		
		EXTENSION
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
GPO : 1967-O-436445		
(47)		

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